

8 NOV 1971

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29 Oct 71

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MEMORANDUM FOR: Chairman, CIA Records Management Board

SUBJECT : Retention Plans and Computer Out-Put Reports

1. I understand the 1 July 1971 memorandum from the Executive Director-Comptroller as expecting the Records Management Board "to provide recommendation concerning: (a) the development and application of an Agency policy establishing an 'office of record' responsibility for Agency documents insofar as storage, retrieval, and destruction are concerned".

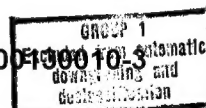
2. I recommend that there should be an "Office of Record" and that it might be wise to break it down into two parts for the ease of handling. The first part would be the "Retention Plan" for Permanent Records which would include the office of record, and after this portion is completed the next would be the office of record for the temporary records.

3. I feel that the Directorates should be told this project is going on and that the Directorate Heads and Office Heads should give their support.

4. In the DDS we are developing a Retention Plan for Permanent Records. I have met with the Retention Plan Project Officer and Records Administration Personnel to discuss this project. I have assigned four DDS Records Management Officers to act as Panel Chairmen (2) and alternates (2) to discuss Retention Plans and distribution of allotted Records Center space for the coming years, in the forthcoming Records Conference to be held at [REDACTED] in December. 25X1A I attended a meeting held by the DDI Senior Records Management Officer when he met with his RMO's to discuss the Retention Plan Project. We have the Mission and Functions of each office and a list of the "so-called" Permanent Records. My next move will be to plan and then hold a meeting of the DDS

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RMO's to explain and discuss our mission and goals.

5. The Executive Director-Comptroller also expects a recommendation concerning "the application of an Agency policy limiting the storage at the Records Center of all computer-prepared reports to computer-prepared microfilm copies of these reports".

a. I recommend that the Agency not establish a policy which prohibits the storage of hard copy of machine listings at the Records Center at this time. We should discourage as much as possible the sending of this material to the Records Center. We must realize in certain cases it may be feasible to send hard copy of machine listings to the Records Center.

b(1) In the DDS, the Task Force SIPS, has put on five (5) COM applications this year and has many more they are studying. The five are: 2 in OF/Payroll, 2 in OP/Qual, and 1 in OTR, the Agency Training Record. They will add more as programming time will allow.

(2) In the Office of Finance we have already converted and destroyed the hard copy of 100 cubic feet of machine listings to microfilm via the Rotoline camera, plus we have another 80 cubic feet in the OF we are now filming. From the Records Center OF plans to recall approximately 500 cubic feet of machine listings for conversion to microfilm.

(3) Beside the 2 COM applications, we have in the Office of Personnel 19 other machine reports that will be microfilmed either by the COM application or via the Rotoline camera route.

6. Attached for your information is a list of the on going and planned OP machine reports that will end up as microfilm and not hard paper copy.

25X1A



Attachment

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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: <i>HL</i> OP/CD/SRB		EXTENSION 3717	NO.  DATE
TO: (Officer designation, room number, and building) 25X1A	DATE RECEIVED      FORWARDED		OFFICER'S INITIALS
1. SSS Attn: [REDACTED] 2 607 Mag. Bldg.	OCT 1971		
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The attached form reflects selected OP reports which have been identified for possible conversion to microfilm either by the COM or Rotoline Microfilmer. Some of these reports are currently being generated by the computer and others are a mixture of old machine generated reports and manually prepared reports which are either kept at Records Center or within SRB for ready reference.

But, before a positive answer can be given to converting these reports to microfilm, SRB will need to select several of the roster and tabular type reports listed on the attached form and have them microfilmed via the "Rotoline Microfilmer" and use the microfilms under normal working conditions in order to give them a thorough test.

TRANSMITTAL SLIP		DATE
TO: <i>Records Board Secy.</i>		
ROOM NO.	BUILDING	
REMARKS:		
<p><i>Rita :</i>  <i>For your File on Report #10.</i></p> <p><i>You have the DDP Feeder Report</i>  <i>Here are the Feeder Reports</i>  <i>from DDS+T - DDS + DD I.</i>  <i>We have none from DCI.</i>  <i>Here is one from A+RC too.</i>  <i>Here is Carl's SSS revision</i>  <i>of Para's 6 + 7 in our 1st Draft.</i></p>		
FROM: 		
ROOM NO.	EXTENSION	

FORM NO. 241  
1 FEB 55

REPLACES FORM 36-8  
WHICH MAY BE USED.

(47)

25X1A